

# RETIREMENT CHECKLIST

| TIME FRAME  | EVENT  | LOCATION/PHONE #  | WHO               | REMARKS   |
|---|--|---|-------------------|---|
| 364 DAYS OUT  | SUBMIT RETIREMENT                            |   | UNIT ADMIN/S1     | NEED TRANS LEAVE/PERMISSIVE TDY DA FORM 31 (BACKWARD PLAN)  |
| 2 TO 4 DAYS AFTER RETIREMENT REQUEST ARRIVES AT RETIREMENT SERVICES | SERVICE COMPUTATION FOR RETIREMENT           | RETIREMENT SERVICES AT ONE-STOP<br>624-4641/1765/6419/4315                              |                   | IF NECESSARY YOU WILL BE CONTACTED BY RETIREMENT SERVICES, BRING ALL SERVICE DATA SUCH AS: DD FORMS 214, USAR POINT SHEETS, DA FORM 1506, ETC. OFFICER REQUESTS WILL BE DONE IN MEMORANDUM FORMAT AND ENLISTED WILL BE ON DA FORM 4187    |
| 2 YEARS BUT NLT 90 DAYS FROM EFFECTIVE RETIREMENT DATE              | ACAP BRIEFING                                | BLDG 1109-C<br>624-2227/5222  |                   | CALL TO ATTEND SCHEDULED BRIEFINGS, MUST COMPLETE DD FORM 2648 (PRE-SEPARATION COUNSELING CHECKLIST) PRIOR TO CLEARING<br><a href="http://www.acap.army.mil">www.acap.army.mil</a>  |
| 90 - 180 DAYS OUT   | RETIREMENT/VA PHYSICAL BDD PROGRAM           | BLDG 1109-B 942-3970<br>CENTRAL EXAMS PART I<br>1-800-493-9602<br>PART II (VA) 624-8387 |                   | MUST WEAR PT UNIFORM AND TAKE A COPY OF RETIREMENT ORDERS   |
| PRIOR TO TURNING IN MEDICAL/DENTAL RECORDS                          | COPY MEDICAL/DENTAL RECORDS                  | BLDG 1109-B, VA OFFICE  |                   | FOLLOWING PART II OF RETIREMENT PHYSICAL  |
| PRIOR TO OR WHILE CLEARING  | SURVIVOR BENEFIT PLAN (SBP)/RETIRED PAY INFO | RETIREMENT SERVICES AT ONE-STOP<br>624-4641/1765/6419/4315<br>CALL FOR APPOINTMENT      |                   | SPOUSE MUST ATTEND TO DECIDE ON SBP, BRING DIRECT DEPOSIT INFO FOR RETIRED PAY TO INCLUDE BANK ADDRESS, ROUTING & ACCOUNT #'S, DATE OF MARRIAGE, SPOUSE & CHILD SSN, SPOUSE'S DOB, IF PREVIOUSLY MARRIED, BRING COPY OF DIVORCE DECREE(S) |
| 1ST DAY OF CLEARING   | PICK UP CLEARING PAPERS                      | ONE-STOP 624-1071   | IN/OUT PROCESSING | 2 COPIES OF ORDERS, COPY OF PTDY & TRANSITION LEAVE FORMS   |
| 2ND OR 3RD DAY OF CLEARING  | DD FORM 214                                  | ONE-STOP 624-7017   | TRANSITION CENTER | THEY WILL GIVE YOU DRAFT DD FORM 214, REVIEW IT AND RETURN. MAKE SURE YOU HAVE DOCUMENTATION IF CHANGES ARE REQUIRED  |
| CLEARING  | PRE-RETIREMENT FINANCE BRIEFING              | MONDAY 1100<br>TUESDAY-FRIDAY 1030<br>624-6569  | MR. RITTMAN       | NEED:<br>1. CLEARANCE PAPERS<br>2. RETIREMENT ORDERS<br>3. DA FORM(S) 31<br>4. TERMINATION OF QUARTERS (IF APPLICABLE)<br>5. COPY OF COMPLETED DD FORM 2656 (SBP ELECTION)  |
| EARLY IN YOUR RETIREMENT MONTH                                      | TRICARE RETIRED/ TRICARE RETIRED DENTAL      | BASEMENT IACH<br>1 (877) 874-2273<br>DENTAL: 1(888) 838-8737                            |                   | TO PRECLUDE GAP IN COVERAGE, DON'T WAIT UNTIL AFTER YOU RETIRE.<br><a href="http://www.tricare.osd.mil">www.tricare.osd.mil</a><br><a href="http://www.trdp.org">www.trdp.org</a>   |
| SECOND TUESDAY OF EVERY MONTH                                       | PRE-RETIREMENT BRIEFING                      | MILPO 1300-1600<br>ROOM B-11  | RSO               | HIGHLY ENCOURAGE YOU TO BRING YOUR SPOUSE. NO APPOINTMENT NECESSARY. VISIT <a href="http://www.armyg1.army.mil">www.armyg1.army.mil</a>   |

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